

Correspondence & Record Request Frequently Asked Questions (FAQS)

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1) How far back do your court records go?

The Clerk's Office (aka: Department of Judicial Administration – "DJA") is responsible for keeping and maintaining millions of King County Superior Court case files dating back to 1854.

2) How do I get a copy of a court file?

You may obtain copies via mail, make your request on the internet using the [Electronic Records Request](#) application, [ECR ONLINE](#) application or come in person. Sealed records are not available by mail or via the Electronic Records Request or ECR ONLINE application. Identification is required to view or access sealed records and you must appear in person unless you have obtained a court order for the clerk to waive verification of identification.

3) Is there a fee to search records with the Superior Court Clerk's office?

If you come to the Clerk's Office and do the research (searching for a case number) yourself, there is no fee; however, if you request for the Clerk's Office to do the research for you there is a \$30 fee per hour and portion thereof for research. The clerk's webpage has limited microfiche online to search cases numbers prior to 1979.

4) What is the turnaround time for a correspondence request?

It can take up to 7 business days from the time we receive the request to the time we mail it out.

5) What is the difference between exemplified, certified and plain copies?

Exemplified copies – Clerk statement, Presiding Judge statement and raised seals attesting to the authenticity in accordance with Certificate of Exemplification U.S. Code (1776) Title 28; Section 738 RCW 2.32.050 & RCW 5.44.010).

Certified copies – Documents from the official court record stamped with a statement of authenticity and the King County Superior Court seal, signed and dated by a deputy clerk or clerk of King County Superior Court.

Plain copies – a standard copy of the document without any clerk seals, signatures or statements to its authenticity.

6) How do I get a copy of a satisfaction of judgment?

Satisfactions of judgments are filed by the creditor or the creditor's attorney and an entry is made in the court file upon filing of this document. If there is not a satisfaction filed in the case, you'll want to contact the creditor or their attorney. Please contact the King County Superior Court Clerk's office for criminal and juvenile judgments at 206-296-7854.

7) Where do I get a copy or information regarding a traffic ticket?

If your infraction was in King County and outside city limits then most likely you will need to contact District Court. <http://www.kingcounty.gov/courts/DistrictCourt.aspx>

8) Where do I get a copy of my marriage certificate?

Marriage Certificates are maintained by the Recorder's Office.
<http://www.kingcounty.gov/business/Recorders.aspx>

9) Where do I get copies of liens?

Liens are typically recorded with the Recorder's Office
<http://www.kingcounty.gov/business/Recorders.aspx>

10) What is an Apostilles and where can I get one?

An "apostille" is a certificate issued by a designated authority in a country where a treaty called the [Hague Convention Abolishing the Requirement for Legalization of Foreign Public Documents](#) applies. See a [model Apostille](#). The apostille consists of 10 elements. The Convention requires that all apostilles be numbered consecutively, with individual numbers applied to each apostille issued. Group or bulk numbers per customer rather than per document are not acceptable. Apostille certificates are issued by a state government only for documents which have been signed by a government official (or a Notary Public) of that same state. You cannot request a Washington Apostille on your documents if your documents have been signed by a government official in Oregon for example. You would need to obtain an Oregon Apostille from the government of Oregon instead. They are issued by the Secretary of State. Please see their website for additional information
<http://www.sos.wa.gov/corps/apostilles/Default.aspx> .

11) Where are King County archived records, other than Superior Court records?

King County Archives is a repository of historical county government records, which are open to the public to view, by appointment only. Over three hundred collections, some dating back to 1853, serve as a permanent source of information about activities, programs, and decisions of King County agencies and elected officials. Their records are in many formats, including paper, photographs, maps, and audio-visual materials. All records are open to the public by appointment. Please see their website for additional information:
<http://www.kingcounty.gov/operations/archives.aspx>.

12) How do I expunge my criminal record?

Information on criminal records can be found at the following links:

- [Criminal History and Criminal Records](#)
- [Glossary](#)
- [Criminal History and Criminal Records Brochure](#)
- [Governing Statutes and Regulations](#)

13) What are your fees?

Please see our fee schedule:

<http://www.kingcounty.gov/courts/Clerk/FeeSchedule/Effective%20July%2026%202009.aspx>.

14) What is an Abstract of Judgment and how do I request one?

An Abstract of Judgment is a record of the judgment entered in the Superior Court. You can request an Abstract of Judgment for the purposes of filing with the Recorder's Office and/or the Clerk's Office of another County within Washington.

A request for an Abstract of Judgment can be made in person at the Clerk's Office or by mail. We need to know where the abstract will be filed before we can issue, i.e. Snohomish County Superior Court and Snohomish County Recorder's Office.

15) How do I get a copy of a document from a sealed record?

Sealed documents are available only to those individuals designated access defined in a court order or by statute. Note in paternity cases only the final orders are public all other documents are sealed and require identification. To view or obtain copies of sealed documents of which you are authorized you must come to the King County Courthouse, Maleng Justice Center or Juvenile Court and provide current picture identification. If the clerk is unable to verify identity you will not be granted access or provided copies of sealed documents.